



Certification/Endorsement Support Documents for Educators

Requirements for the Assistant Administrator of Special Education Certificate (035)

Please see below for the requirements to qualify for both a conditional and/or professional certificate. Please note that the endorsement code is 035, which will be used throughout the application process. If you believe you qualify for either a conditional or professional certificate, please submit an initial application through our online MEIS system.

Three-year conditional certificate requirements include:

- (1) Section A

Five-year professional certificate requirements include completion of sections below:

- (1) Section A
- (2) Section B
- (3) Section C
- (4) Section D

NOTE: The number in () indicates the number of semester hours required.
Section A.:
1. Minimum of three years of satisfactory special education teaching experience or a minimum of three years of equivalent experience in providing supportive services to special education students
2. Bachelor's degree from an accredited institution or master's degree from an accredited institution in special education or a special education supportive service; OR Completed a minimum of 36 semester hours in special education and hold a valid Maine endorsement 282 teacher of children with disabilities.
3. Special Education Law (3)
4. Background check approval (CHRC) – based on fingerprints
SECTION B:
Federal and Maine Civil Rights and Education Laws (3)
SECTION C:
1. Supervision and Evaluation of Personnel
2. Organizational Theory and Planning
SECTION D:
Teaching exceptional students in the regular classroom (3)

Special Condition: Evaluation of staff is not permitted until the holder has met the supervision and evaluation of personnel requirement.

Renewals: Please note there are special conditions for the first and second renewals of this endorsement. Please refer to Rule Chapter 115 for specifics regarding those renewals.

Helpful Tips:

- For fingerprint information please visit: <https://www.maine.gov/doe/cert/fingerprinting>
- To register for a PRAXIS exam please visit www.ets.org/praxis/me/requirements.
- Qualified courses must be 100 level or higher from a four-year accredited college offering a bachelor's degree. To get pre-approval for a course to fulfill a requirement, please email title of course and course description to cert.doe@maine.gov